WILLIAM C. BROWN, INC. WEBSITE PRIVACY NOTICE

& DISCLAIMER

William C. Brown, Inc. [“WCB”] wants all users of its website to understand what personal information WCB collects and what it does with that information. Other than being available to the general public for general information purposes, the WCB website is used primarily for two purposes: first, to let potential prime contractors who may require services offered by WCB what WCB can provide; and second, to collect personal information from potential and existing employees and subcontractors of WCB to complete personnel and security files for such persons.

**Personal Information Collected:** The following personal information is collected from applicants for a position with WCB as well as from existing employees and subcontractors who need to update their personal information:

\*detailed personal information concerning identity, education, employment history, and health information;

\*emergency contact information;

\*telephone numbers;

\*email addresses;

\*financial information; and

\*technical certificates.

While WCB does not collect IP addresses from computers used to access the WCB website, your use of the website may make this information available.

**Use of Personal Information Collected:** WCB uses the personal information it collects

\*to process job applications,

\*to complete personnel and security files,

\*to respond to the person providing the information,

\*to communicate with third parties as needed regarding the job application submitted or the file updated (including regulators),

\*to analyze the data submitted (either individually or as part of a group),

\*to protect against unlawful activity, claims and liabilities,

\*to maintain the security and integrity of the WCB website,

\*to comply with WCB policies to abide by applicable laws and regulations and appropriate industry standards.

**Protection and Storage of Personal Information Collected:** WCB stores personal information collected on its website for as long as is reasonably necessary for the purposes for which the information was collected. Sometimes, it is necessary to store the collected personal information for extended periods of time –

(1) to meet legal, regulatory, tax or accounting requirements;

 (2) to maintain an accurate record of the website user’s dealings with us; or

(3) to respond to complaints, challenges, or actual or prospective litigation.

 **Disclaimer:** Please be advised that WCB provides its website solely for the user’s convenience. WCB does NOT warrant or represent that the website is accurate or up to date or free from other errors. Nor can WCB assure the user that the website is free from changes caused by a third party or that the website will be free from interruptions, errors, computer viruses or other harmful aspects. The website is provided “as is” without any warranties. Further, WCB has no responsibility for links on the website to third party content or third party websites. Such links are not an endorsement of either the website linked or the third party. When the WCB website is used, it is on a non-confidential basis.

**No WCB Liability:** WCB has NO LIABILITY for any consequences from the use of the website and, under no conditions, shall WCB be liable for any direct or indirect, special, incidental or consequential damages from use of the WCB website or for any links to third party content or websites.

**Content Use Prohibited:** Every user of the WCB website is prohibited from copying, reproducing, republishing, modifying, uploading, posting, transmitting or distributing any content from the WCB website without the written permission of WCB. The WCB website is owned and operated by WCB. This prohibition includes copyrights, trademarks, service marks and logos of WCB.

**Local Laws & Third Parties:** All website users must comply with local laws when the WCB website is accessed. By using the WCB website, the user agrees that third parties may have rights under this Privacy Notice & Disclaimer. Further, this Privacy Notice & Disclaimer does not apply to external links to third-party websites on the WCB website. Use of such sites is at the user’s own risk and is subject to the third party’s privacy statements and policies.

**Indemnification by Users:** All website users agree to indemnify, defend and hold harmless WCB, its officers, directors, employees, agents, licensors, suppliers and information providers to WCB from all losses, expenses, damages and costs – including reasonable attorneys’ fees – resulting from the website user’s violation of this Privacy Notice & Disclaimer.

**Changes & Amendments:** All users should note that this Privacy Notice & Disclaimer may be changed or amended at any time by WCB. All such changes or amendments will become effective at such time as they are posted on the WCB website.

**Contact Information:** If the website user has any questions or concerns regarding this Privacy Notice & Disclaimer, WCB will investigate and attempt to answer all questions and resolve all concerns. Please address your questions or concerns as follows:

William C. Brown, Inc.

Attention: Privacy Notice Department

13689 Van Doren Road

Manassas, VA 20112-3804.